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General Assembly
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Item 40 of the provisional agenda*
Question of equitable representation on and increase in the membership of the Security Council and related matters

Security Council
Fifty-seventh year

Letter dated 6 September 2002 from the President of the Security Council addressed to the Secretary-General

On behalf of the members of the Security Council, I have the honour to draw to your attention the descriptive index to notes and statements by the President of the Security Council relating to documentation and procedure (see annex). This descriptive index has been prepared to provide greater ease of reference to notes and statements by the President on the documentation and procedure of the Security Council. All the documents referred to in the descriptive index are available on the United Nations Official Document System (ODS).

I should be grateful if you would have this descriptive index circulated as a document of the General Assembly, under item 40 of the provisional agenda, and of the Security Council.

(*Signed*) Stefan **Tafrov**
President of the Security Council

* A/57/150.

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Annex

Descriptive index to notes and statements by the President of the Security Council relating to documentation and procedure (June 1993 to August 2002)

1. Agenda

S/26015 of 30 June 1993 Note by the President of the Security Council	Inclusion in the *Journal* of provisional agenda for public meetings of the Council.
S/26812 of 29 November 1993 Note by the President of the Security Council	Use of descriptive formulations of agenda items to avoid having a number of separate items on the same subject.
S/2002/316 of 26 March 2002 Note by the President of the Security Council	Introduction of agenda items in public meetings by specifying the agenda item/issue for consideration.

2. Annual report

S/26015 of 30 June 1993 Note by the President of the Security Council	Changes to the format of the report, its distribution and adoption at a public meeting. Amended by S/2002/199.
S/1995/234 of 29 March 1995 Note by the President of the Security Council	Introduction to contain more information on each sanctions Committee. Superseded by S/2002/199.
S/PRST/1996/13 of 28 March 1996 Statement by the President of the Security Council	Report to contain information on meetings with troop-contributing countries chaired by the Presidency. Amended by S/2002/199.
S/1997/451 of 12 June 1997 Note by the President of the Security Council	Changes to the format and additions to the report. Superseded by S/2002/199.
S/1998/1016 of 30 October 1998 Note by the President of the Security Council	Report to contain annual reports of sanctions Committees. Superseded by S/2002/199.
S/2002/199 of 26 February 2002, reissued on 22 May 2002 Note by the President of the Security Council	Change of period covered by the report; revision of format; presentation of the report to the General Assembly by the President of the Council.

3. Briefings

S/1999/1291 of 30 December 1999 Note by the President of the Security Council	Briefings by the Secretariat in Council meetings. Content and modalities of briefings by the President to non-members of the Council after informal consultations.
S/2002/316 of 26 March 2002 Note by the President of the Security Council	Inclusion and circulation of printed fact sheets for briefings by the Secretariat to Council members.

4. Documentation

S/26015 of 30 June 1993 Note by the President of the Security Council	Procedure for citation of documents referred to in draft resolutions or presidential statements, including prefixes.
S/26389 of 31 August 1993 Note by the President of the Security Council	Issuance of Council documents.
S/1999/1291 of 30 December 1999 Note by the President of the Security Council	Timely circulation of briefing notes on field operations to non-members of the Council.
S/2001/640 of 29 June 2001 Note by the President of the Security Council	Communication and dissemination by the President and Secretariat of Council decisions and statements to the press. Issuance of statements to the press made by the President as United Nations press releases.
S/2002/316 of 26 March 2002 Note by the President of the Security Council	Publication and distribution dates of reports of the Secretary-General.

5. Informal consultations

S/1994/230 of 28 February 1994 Note by the President of the Security Council	Circulation in informal consultations of the Secretary-General's statements to the press on matters of concern to the Council.
S/PRST/1994/62 of 4 November 1994 Statement by the President of the Security Council	President to summarize views expressed at meetings with troop-contributing countries.
S/2000/155 of 28 February 2000 Note by the President of the Security Council	Attendance by newly-elected members during the month preceding their term.

6. Meetings

(a) Distribution of statements

S/1994/329 of 23 March 1994 Note by the President of the Security Council	Arrangements for the distribution of statements outside the Council Chamber. Superseded by S/2000/274.
S/2000/274 of 31 March 2000 Note by the President of the Security Council	Arrangements for the distribution of statements in the Council Chamber.

(b) Format

S/1999/1291 of 30 December 1999 Note by the President of the Security Council	Non-exhaustive range of public and private meeting options.

(c) Notification

S/1998/1016 of 30 October 1998 Note by the President of the Security Council	Secretariat to establish a mechanism to alert non-members of the Council of unscheduled or emergency meetings.

(d) Public meetings

S/PRST/1994/81 of 16 December 1994 Statement by the President of the Security Council	Increased recourse to public meetings, in particular at an early stage in the Council's consideration of a subject.
S/1998/1016 of 30 October 1998 Note by the President of the Security Council	Statements by the Secretary-General in public meetings.
S/1999/1291 of 30 December 1999 Note by the President of the Security Council	Identification of additional matters for consideration at public meetings, including situations involving specific countries.
S/2002/316 of 26 March 2002 Note by the President of the Security Council	Addressing speakers by name and title in public meetings.

7. Programme of work

S/26176 of 27 July 1993 Note by the President of the Security Council	Circulation of tentative forecast of programme of work to Member States.
S/1998/354 of 30 April 1998 Note by the President of the Security Council	Availability of provisional schedule of work to Member States.

8. Resolutions and presidential statements

S/26015 of 30 June 1993 Note by the President of the Security Council	Approval of presidential statements to include agreed formulation of subject matter under which it is authorized.
S/1994/230 of 28 February 1994 Note by the President of the Security Council	Draft resolutions in provisional form to be made available to non-members of the Council at the time of consultations of the whole or the following day.
S/1999/165 of 17 February 1999 Note by the President of the Security Council	Full participation of all Council members and sufficient time to be allowed in the preparation of resolutions and presidential statements; contributions by groups of friends and similar arrangements welcomed.
S/1999/1291 of 30 December 1999 Note by the President of the Security Council	Draft resolutions and draft presidential statements to be made available to non-members of the Council as soon as they are introduced in informal consultations of the whole.
S/2001/640 of 29 June 2001 Note by the President of the Security Council	Communication and dissemination by the Secretariat of Council decisions and statements to the press and to all those concerned.

9. Sanctions committees

S/1995/234 of 29 March 1995 Note by the President of the Security Council	List of improvements to make the procedures of sanctions committees more transparent.
S/1995/438 of 31 May 1995 Note by the President of the Security Council	Continuation of practice of hearing comments by Member States and organizations concerned during closed meetings of sanctions committees.
S/1996/54 of 24 January 1996 Note by the President of the Security Council	Oral briefings by the Chairman of each sanctions Committee to interested Member States after each meeting.
S/1998/1016 of 30 October 1998 Note by the President of the Security Council	Arrangements regarding the appointment of the bureaux of sanctions committees.
S/1999/92 of 29 January 1999 Note by the President of the Security Council	List of practical measures to improve the work of sanctions committees.

S/2000/319 of 17 April 2000 Note by the President to the Security Council	Establishment of an informal working group of the Council to develop general recommendations on how to improve the effectiveness of United Nations sanctions, including the working methods of sanctions committees and inter-committee coordination.
S/2002/70 of 15 January 2002 Note by the President to the Security Council	Appointment of new Chairman of the working group; reiterates task of working group to develop general recommendations on how to improve the effectiveness of United Nations sanctions.

10. Matters of which the Council is seized

S/1996/603 of 30 July 1996, reissued on 22 August 1996 Note by the President of the Security Council	As from 15 September 1996, matters which have not been considered in the preceding five years will be automatically deleted from the list unless a Member State notifies its objection to deletion before that date.
S/1996/704 of 29 August 1996 Note by the President of the Security Council	Modifies S/1996/603 so that no item will be deleted from the list without the prior consent of the Member States concerned in accordance with the procedure set out.

11. Troop-contributing countries[a]

S/PRST/1994/22 of 3 May 1994 Statement by the President of the Security Council	Consideration of the recommendations in the Secretary-General's report entitled "Improving the capacity of the United Nations for peacekeeping" (S/26450 and Add.1 and 2), including factors to be taken into account when considering new peacekeeping operations, and increased communications between the Council and troop-contributing countries.
S/PRST/1994/62 of 4 November 1994 Statement by the President of the Security Council	Procedures for meetings between troop-contributing countries, Council members and the Secretariat. Inclusion of expected schedule of meetings with troop-contributing countries in the Council's monthly tentative forecast of work and time and venue of those meetings in the *Journal*. Superseded by S/PRST/1996/13.

[a] The documents in this section must be read in the light of resolution 1353 (2001), annex II, which makes provision for the format, procedures and documentation of meetings with troop-contributing countries.

S/PRST/1996/13 of 28 March 1996 Statement by the President of the Security Council	Enhanced procedures for meetings between troop-contributing countries, Council members and the Secretariat. Retains inclusion of meetings with troop-contributing countries in the monthly tentative forecast of work and the *Journal* and in the annual report.
S/1998/1016 of 30 October 1998 Note by the President of the Security Council	Circulation of statements by troop-contributing countries and the Secretariat's briefing notes at meetings with troop-contributing countries as well as weekly briefing notes on field operations to troop-contributing countries. Invitation to relevant United Nations bodies and agencies and other Member States to meetings with troop-contributing countries as appropriate.
S/PRST/2001/3 of 31 January 2001 Statement by the President of the Security Council	Implementation of resolution 1327 (2000), S/PRST/1996/13 and S/PRST/1994/22. Establishment of a Working Group of the Whole on United Nations Peacekeeping Operations, to address both generic peacekeeping issues relevant to the responsibilities of the Council and technical aspects of individual peacekeeping operations.
S/2002/56 of 14 January 2002 Note by the President of the Security Council	Joint meetings of the Security Council Working Group on Peacekeeping Operations and troop-contributing countries as an additional mechanism for strengthening cooperation with troop-contributing countries on specific peacekeeping operations.
S/2002/964 of 27 August 2002 Note by the President of the Security Council	Criteria for participation in private meetings of the Council and consultation meetings with troop-contributing countries under resolution 1353 (2001), annex II, sections A and B.